UNITED STATES MARINE CORPS
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Marine Corps Combat Service Support Schools
Training Command
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F303

STUDENT OUTLINE

EQUIPMENT REPAIR ORDER SHOPPING/TRANSACTION LIST (EROSL)

LEARNING OBJECTIVES

1. Terminal Learning Objective: Given an Equipment Repair
Order Shopping/Transaction List (EROSL) and the references,
process an EROSL (NAVMC 10925), to ensure timely and accurate
data input into the automated information system (AIS) until all
requisitions are received or cancelled per the references.

2. Enabling Learning Objectives:

    a. Given an EROSL (NAVMC 10925) and the references,
identify:

        (1) The purpose of the EROSL.
        (2) The characteristics of the EROSL.
        (3) The responsibilities of the ERO holder.
        (4) The responsibilities of the Supply Issue Point.
        (5) The responsibilities of the Data Clerk.
        (6) The responsibilities of the Unit Supply Section.
        (7) Filing requirements.
        (8) Required annotations for parts received.
        (9) Required annotations for parts issued.
        (10) The characteristics of FED LOG.

    b. Given an EROSL (NAVMC 10925) and the references,
cross-reference information on the EROSL to current references,
to ensure timely and accurate data input into the AIS until all
requisitions are received or cancelled.

OUTLINE

1. MIMMS SUPPLY TRANSACTIONS

a.   There are four basic MIMMS transactions used for the purpose of: requisitioning, updating status, changing non-SASSY document numbers, and receipting for or canceling repair parts.

(1) **"4" TRANSACTION.** Adds a repair part item record (requisition) to MIMMS and generates the applicable transaction in SASSY. It may also be used to change existing records in MIMMS. This transaction is initiated by maintenance and processed by supply.

(2) **"5" TRANSACTION.** Used to change the document number of non-SASSY requisitions, such as open purchase requests or blank purchase agreements. Processed by supply personnel.

(3) **"7" TRANSACTION**. Manually inputs supply status information received from a source other than Military Standard Requisitioning and Issue Procedures (MILSTRIP) or to report MILSTRIP status on demand to a document transferred from another ERO. This transaction is accomplished by supply.

(4) **"8" TRANSACTION**. The 8 transaction serves two purposes:

(a) To record supply receipt, cancellation, or credit action against parts or repairable items record. This transaction is completed by supply personnel.

(b) To close or cancel a modification record established by a 4 transaction. This transaction is completed by maintenance shop personnel.

2. EQUIPMENT REPAIR ORDER SHOPPING/TRANSACTION LIST (EROSL) NAVMC 10925

a.   The EROSL is a dual-purpose form. It serves as the ERO shopping list and as a MIMMS data input form. Use the EROSL in conjunction with the ERO to requisition, receipt for, cancel, and record partial issues and credits of repair parts and secondary reparables associated with ground equipment undergoing repair. Additionally, to simplify data input, all required MIMMS input transactions may be placed on the EROSL.

b.   Initial preparation of the EROSL for the purpose of requisitioning repair parts/secondary repairable items or SL-3 components is the responsibility of the ERO holder.

c.   The EROSL is normally completed in triplicate.

3. <u>PREPARE A "4" TRANSACTION TO REQUISITION REPAIR PARTS</u>

a.   Once the initial inspection to determine the extent of required repair parts etc. is completed, the items must be placed on order. To do this a "4" add transaction is accomplished. A separate EROSL must be used for each ERO.

b.   Using the appropriate manuals (TM's, SL-4's, TI's, etc.) maintenance personnel identify the required items by NSN or part number.

c.   Verify the unit price and unit of issue with FEDLOG and the MHIF.

(1) FEDLOG serves as a source reference for requisitioning materials. If the desired item is on the FEDLOG, it can be procured through the supply system.

(2) The MHIF is used to verify prime and record NSN's in order to submit a requisition through the supporting SMU. If you fail to verify the NSN on the MHIF it may lead to delays in processing the requisition.

d.   The unit MMSOP will indicate the blocks to be completed by the ERO holder during initial preparation. The following blocks, at a minimum, must be completed.

(1) ERO number
(2) Unit name
(3) Julian date
(4) ERO holder date and initials
(5) Material usage code
(6) Shop section code
(7) Reference line "A"
(8) Transaction type cc 1
(9) ERO number cc 2-6
(10) NSN cc 11-23
(11) Quantity cc 24-26
(12) Priority cc 42-43
(13) Unit of issue cc 49-50
(14) Demand code (66)
(15) Not mission capable supply indicator if applicable
     cc 67
(16) Advice code cc 68-69
(17) Item name cc 70-79
(18) Transaction code cc 80

4. DISTRIBUTION OF THE ORIGINAL COPY OF THE EROSL

a. Upon completion of the required requisition information by the using unit and review by authorized personnel; the (EROSL) is taken to the local supply issue point where issues are made, if possible.

b. The issue point completes its required information for repair parts, returns the second copy of the NAVMC 10925 to the originator and forwards the original to the data entry personnel.

c. The supply issue point retains the first copy for local use while parts are outstanding. The data entry personnel section returns the original copy to the issue point for repair part transactions. The supply issue point will return the original NAVMC 10925 to the originator, indicating that all transactions have appeared on the daily process report.

d. The originator will file the NAVMC 10925 and ERO in the ERO file or equipment folder at the appropriate time.

e. To ensure accountability maintenance shops will make the following annotations on the EROSL: the date/quantity the items are received, their ERO bin location, and the date/quantity the items were issued for installation.

f. The method of annotation may be by circling, check mark, use of the blanks in the heading of the EROSL, use of the unused card columns, or written information on the EROSL, or as directed by MSC MMSOP.

REFERENCES:

1. TM 4700-15/1H
2. UM 4790-5